WORKFORCE PLANNING

Partnering With Our Customers to Build the Workforce of the Future, Today

Revised Aug 09

WORKFORCE PLANNING

- What we do……
  - Partner with managers to plan for the 'now' and 'the future'
  - Assist in getting the right person in the right job at the right time

- What we do for you…….
  - Assist with questions regarding Pay Issues
  - Assist with questions regarding Advancement Opportunities

WORKFORCE PLANNING

- ## What Should You do?
    - Review and retain all SF-50's (Notification of Personnel Action)
    - Review and retain all your Leave and Earnings Statements (LES) for each pay period
    - Ask questions when you have them!!! We are here to assist YOU!

CLASSIFICATION PRINCIPLES

- Equal pay for equal work
- GS grade levels are based upon complexity of work, responsibility, knowledges
- Position, not employee, evaluated
- Foundation of other areas of Human Resources

JOB OPPORTUNITY ANNOUNCEMENTS

- Internal – Merit Promotion

  - Open to those with status, veterans, interchange agreement eligibles, et.

- External

  - Open to ALL US Citizens
    - Competitive Examining Authority (CEA)

  - Possible New Probationary Period

AUTOMATED TOOLS

- CHART
  - Used by applicants to create and submit resume to centralized DON resume database (STAIRS)
  - Used by managers (CHART ADMIN) to access web based certificates
    - Must obtain a user account

- STAIRS (Standard Automated Inventory and Referral System)
  - Used by HRSC East to prepare and issue certificates
  - Resumix is the corporate system used to run STAIRS

AUTOMATED TOOLS (cont.)

- MY BIZ
    - Let's employees view and verify the accuracy of their own employment related data. For example, RNO, Appointment; Salary; benefits, Performance; Awards and bonuses; etc.
    - Please contact Sam Butler at samuel.j.butler@usmc.mil, to obtain password instructions
        - Must obtain a user account

USEFUL WEBSITES

- www.hrom.usmc.mil (local HROM site; info on HR services, guidelines and tools)

- https://www.donhr.navy.mil (DON vacancy announcements posted; info on general Navy personnel policies and programs)

- www.cpms.osd.mil (info on general DoD personnel policies and programs)

- www.opm.gov (Government-wide and "all US citizen" vacancy announcements posted; info on government-wide personnel policies and programs)